

Attachment A: Scope of Work

Task 1: Project Advisory Committee (PAC) and Executive Advisory Committee (EAC) Meetings

Project Advisory Committee (PAC) members will help to ensure that the plan and the recommendations therein are vetted within their respective agencies/organizations and will provide a collective recommendation to the SRTA Board of Directors at the time of adoption. The Executive Advisory Committee (EAC) will monitor PAC recommendations and meet at key points to ensure the effort is aligned with member agencies' respective goals and roles in the region. Each committee is expected to meet at least twice during the process.

Task Deliverables
Agendas, meeting notes, attendee list/roster

Task 2: Stakeholder and Public Engagement

Project Team (SRTA and Consultant) will plan and administer a campaign to engage with stakeholders and public. This will likely consist of a project website, community surveys, social media posts, press releases, media interviews, public workshops and open house events. This will be an ongoing effort throughout the process with two large pushes—one at the beginning of the effort to help inform analysis of existing conditions (Task 3) and another gather feedback on improvement strategies (Task 5).

Task Deliverables
Presentation slides, flyers, website announcements, sign-in sheets, community surveys, maps or conceptual drawings, receipts for light snacks. Technical memo summarizing engagement effort and feedback received.

Task 3: Gather Information on Existing Conditions

Consultant will evaluate all public crossings in the project area. Tasks include performing a literature review to understand surrounding existing contexts and relevant planning documents, identification of any crossings where local right-of-way may predate the railroad right-of-way, and identification of what jurisdiction owns grade-separated crossing structures. Consultant should collect the following data for all public railroad crossings in the region: collision history, current and projected vehicular and train traffic, crossing conditions, records of extended crossing closures, school bus and emergency routes, types of traffic control devices, feasibility for improvements, and economic impact of any potential crossing closures. A corridor tour may be performed with the consultant, with possible attendance from PAC members.

Task Deliverables
Technical memo describing existing crossing conditions.

Task 4: Analysis of Current and Projected Future Conditions

Based on data collected as part of Task 3, Consultant will assess performance of existing crossings under current conditions, projected future conditions, and potential major future events (e.g., extreme weather, special events, catastrophic incidents) to identify existing and projected deficiencies (e.g. safety, performance and/or operating inefficiencies, climate change vulnerabilities) and should consider all travel modes and surrounding contexts.

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Task Deliverables
Technical memo summarizing analysis of current and projected future performance, as described above.

Task 5: Identify and Analyze Improvement Strategies

Based on Task 4, Project Team will identify potential improvements to address current/projected challenges. These may address rail challenges, freeway/highway/arterial challenges, transit challenges, connectivity and mobility challenges, community vitality challenges, complete streets challenges, freight challenges, climate resiliency challenges, etc. Consultant will evaluate the feasibility of improvements, including estimated costs; economic, mobility, and safety impacts of any identified potential crossing improvements or closures. Possible improvement projects and strategies (and any identified crossing closures) should be grouped into various scenarios (including a no-change option) and evaluated. Based on evaluation, improvements will then be prioritized over short-, medium-, and long-term planning horizons. Consultant will prepare preliminary design for improvements—likely 10–15% design for most, and up to 30% design for 1–3 prioritized sites to be identified by Project Team and Advisory Committees.

Task Deliverables
Technical memo or memos listing identified projects, including project name, location, type, short description/scope, short statement of purpose/need, estimated cost (capital+support), and potential funding sources.

Task 6: Develop Draft Plans

Using prior Tasks as inputs, Consultant will first prepare an “administrative draft” of the Shasta NextGen Railroad Corridor Crossing Plan for SRTA and stakeholder review. Consultant will then integrate staff input and direction received in response to the administrative draft into a “public review” draft for circulation and comment. SRTA staff and Consultant will verbally and visually summarize the Shasta NextGen Railroad Corridor Crossing Plan process, findings, and recommendations to the SRTA board of directors at a meeting. The Draft Plan will be posted to the SRTA website for public review and comment.

Task Deliverables
Administrative draft, public review draft, Public Review list of comments. Board agenda, staff report, presentation slides, meeting minutes.

Task 7: Prepare Final Plan

The consultant will integrate board, partner, and public feedback in response to the public review draft into a final draft to be presented to the SRTA board of directors for approval. The plan should include a “toolbox” of prioritized projects and strategies over short-, mid-, and long-term planning horizons and identify potential funding sources for implementation.

Task Deliverables
Final plan that includes a summary of next steps toward implementation, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA-accessible electronic copy.

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Task 8: Board Review and Approval

SRTA and consultant will verbally and visually summarize the Shasta NextGen Railroad Corridor Crossing Plan process, findings, and recommendations to the SRTA board of directors at a meeting for their consideration and request direction to pursue funding to implement projects and strategies identified in the “toolbox” as described in Task 7.

Task Deliverables
Board agenda, staff report, presentation slides, meeting minutes with board approval, final plan.